

NOTICE OF POSTING
POSTING DATE: 12/21/15
CLOSING DATE: 1/27/16

Recruitment of external applicants is underway concurrent with this posting.
Resumes and letters of interest can be submitted via email to employment@cambridgema.gov.
Cambridge residents are especially encouraged to apply.

JOB TITLE Director of Libraries
DEPARTMENT: Cambridge Public Library

JOB CODE/POSITION #: O401-701

CIVIL SERVICE: Not Subject to Civil Service Rules and regulations

HOURS OF WORK: 37.5 hour workweek, in addition to evening and/or weekend hours as necessitated by programming and/or community functions

UNION AFFILIATION: None

DUTIES AND RESPONSIBILITIES:

The Cambridge Public Library is a dynamic, community-oriented system providing excellent services, collections and programs to all members of the community. We are dedicated to affording the people of Cambridge resources for recreational reading, independent learning, and the introduction of children to the world of literacy and learning.

The Cambridge Public Library is designed to work as a unified system with a strong main library and six active branch libraries each tailored to the unique constituencies and needs of its immediate neighborhood. It has a circulation of 1.3 million, with over one million visitors, and 73,000 active cardholders. Programming includes book discussion groups, author readings and topical presentations, film presentations, adult literacy classes, English conversation groups, computer instruction, children's story times, and sing-alongs. Library services are offered at all locations for a collective total of 285 hours each week. Online, streaming, and downloadable resources are available 24/7 through the Library's website. Municipal support for the library system is strong with per capita appropriations (\$91 in FY14) exceeding the state average by 90%

Under the direction of the City Manager, the Director of Libraries is responsible for the leadership and administration of all activities of the library system according to the policies and rules of the City Manager as well as the Board of Library Trustees, the ordinances of the City of Cambridge, the regulations of the Massachusetts Board of Library Commissioners, the laws of the Commonwealth of Massachusetts, and the American Library Association's Library Bill of Rights. Within these general policies and available resources, the Director plans, directs, and executes a program of excellent library services related to the community's needs.

The Director is expected to be creative and innovative in advancing library goals and improving library services, with a sensitivity to the needs of a multicultural city. The Director should have extensive knowledge of professional library principles, methods and practices; of community library needs; and of sound management practices, as well as the ability to establish and maintain effective working relationships with diverse groups and individuals throughout the community. Specific duties include but are not limited to the following:

- Provides leadership and oversight to a staff of 110+ full and part-time professional, non-professional, clerical and custodial employees located in the Main Library and community branches.
- Develops, amends, and interprets library policies.
- Provides guidance and direction to staff in planning and developing library services and programs; managing departmental human resources, developing statistics, budget, and other financial work; and overseeing the maintenance and upkeep of the Main and branch library facilities.
- Creates annual budget and benchmarks; Presents and justifies budget to City Manager and City Council; Manages resources and services within budget limits and implements budget priorities
- Works with The Board of Trustees, the Cambridge Public Library Foundation and the Friends of the Library to create successful fundraising strategies
- Represents the Library at the Minuteman Library Network, the Friends of the Cambridge Public Library, the Cambridge Public Library Foundation and other professional and community meetings and events
- Promotes the Library within the community and maintains good public relations with community organizations and city departments

- Participates with the City Administration in planning and defining future needs of the Library; Recommends improvements in facilities, operations, procedures, and staff organization.
- Develops strategy for and implements long and short term goals to improve and stretch public library service
- Acts as official spokesperson for the Library
- Participates as a member of the City's team in negotiating collective bargaining agreements
- Attends professional meetings, trainings, and conferences, locally and nationally.
- Performs related duties as required

MINIMUM REQUIREMENTS:

Comprehensive knowledge of

- library principles, practices and procedures, and tools;
- management principles including budget preparation;
- technological trends and developments in library services and the vision to adapt these to the needs of the library in the planning of future services; community needs and interests
- public relations and fundraising

Ability to

- detect trends in public library services and programs;
- plan, organize, develop and direct a comprehensive program of library services in a diverse community; establish long and short term goals and evaluate implementation and effectiveness;
- lead a large staff;
- speak and write effectively;
- works collaboratively, develops and maintain effective working relationships with the City Manager and the Massachusetts Board of Library Commissioners, the Library Board, Friends of the Library, The Cambridge Public Library Foundation, community organizations and other city departments.

Education and Experience:

- Master's Degree from an ALA accredited program in Library Science. A degree in Public Administration is a plus.
- Ten years of progressively more responsible professional library experience, with a strong preference for progressively responsible administrative experience in a large urban library.

PHYSICAL DEMANDS:

- Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time
- Must be able to pay close attention to details
- Time management ability to set priorities in order to meet assignment deadlines
- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively in person and via the telephone
- Sufficient vision or other powers of observation which permits the employee to read electronic and printed materials
- Sufficient manual dexterity, which permits the employee to type and enter data into a computer

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

Work is performed primarily in an indoor office setting at the library. Normal office exposure to noise, stress and interruptions

RATE \$120,000-\$133,695

APPLICATION PROCEDURE: Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit both your resume and letter of interest **by 5pm** on the closing date via email to: employment@cambridgema.gov or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312

THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CITY OF CAMBRIDGE RESIDENTS ARE ESPECIALLY ENCOURAGED TO APPLY.